



Office of Review and Compliance
State Enforcement and Investigation Division

SAMPLE LETTER

XXXXXXXX XX, 2008

XXXXXXXXXXXX, Executive Director
XXXXXXXXXXXX Public Charter School
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
Washington, DC 20009

Dear XXXXXXXX:

This letter is to follow up on the corrective action plan submitted to the Office of Monitoring & Program Certification, Office of Review and Compliance for noncompliance outlined in the special education program review during the XXXX-XXXX school year. It is the expectation that the areas of noncompliance are corrected within a year of identification. I am writing this correspondence to remind you that the date for correction is quickly approaching.

The XXXXXXXXXXXX City Public Charter School is to address the following areas of noncompliance:

- XXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXX

Someone in the Office of Monitoring will be in contact with you, in the near future, to follow-up with your progress and to determine any evidence of change in accordance with your "*Corrective Action Plan*". If you have any questions regarding this correspondence, please contact XXXXXXXX.

Sincerely,

XXXXXXXXXXXX
XXXXXXXXXXXX

Cc: XXXXXXXXXXXX XXXXXXXXXXXXXXXX